



# The Weekly Wrap Up

April 28, 2006

From Viola Miller, Tennessee's Commissioner for  
The Department of Children's Services

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## Human Nature 101

For the next few weeks, the Weekly Wrap Up will be publishing a series of articles on how to recognize your employees and co-workers daily.

Some may call it “positive reinforcement” or “motivational strategy” but I prefer to think of it as “common courtesy” – a sign of appreciation. We all know how important it is to teach our children to say ‘please’ and ‘thank you’, then we fail to use those “magic” words ourselves to those around us who may help us every day.

So, for this first installment, I will keep it *simple*. Next time you need someone's help, remember to say “Can you **PLEASE** help me out with this?” and then when someone does something nice for you, say “**THANKS** so much, I really appreciate it!”

Today's Thought:

**Bringing out the best in others brings out the best in you**

**Sandy Sauceman**

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## Core Leadership Meeting

**Petrina Jones-Jesz, Presiding. April 11<sup>th</sup>, 2006**

### **Commissioner Comments:**

Commissioner Miller and Deputy Commissioner Tom Riche met with Tennessee legislators from the East region of the state. The legislators asked questions about gay and lesbian adoption issues in addition to expressing their concerns about adequate numbers of CPS staff. They also asked about the overall foster care caseload sizes. The Commissioner felt it was a positive meeting.

### **John B.: Mary Jane Davis**

The plaintiff's filed a request for discovery so we are on trial preparation for a June hearing. John B. is a priority of the Governor's office. If you have questions, please contact Mary Jane Davis.

### **Business Resumption Plan/Emergency Preparedness Cecil Whaley/Bill Walker TEMA:**

TEMA is comprised of 107 staff to serve the entire state of Tennessee. The continuity of operational plans is similar to the BRP but takes it to a different level. TEMA works with all governmental agencies. The Continuity of Government is what results from state agencies having Continuity of Operations Plan (COOP). The COOP covers overall planning and essential functions. The Business Resumption Plan (BRP) is focused more on IT technology, power, etc.

DCS will provide a COOP to identify essential functions in case of a disaster. A COOP plan is to be completed by the end of June 2006. A plan will be developed for Central Office as well as field offices and will address the following:

### **Central Office will address:**

- Essential Functions
- Order of Succession
- Security
- Communications
- Support HQ Activities

## **Field COOP Plans –**

- Delegation of Authority
- Order of Succession
- Alternate Facilities
- Essential Functions
- Communications
- Training and Exercises

Continuity programs have been around a long time. The White House/Homeland Security Council supports this effort.

Congress has become very interested in Continuity Programs, which may include:

- FEMA Executive Agent for COOP
- Standard guidance
- COOP Plan Templates
- Developing Training Courses

[FEMA.gov](http://FEMA.gov)

- COOP courses are available online

## **Business Resumption Plans (BRP) Policy – Mary Hubbert**

A draft policy on BRP was given to CLT members. Before the policy is distributed statewide for review, CLT members were asked to review the policy and offer suggestions/feedback by next week. We don't have formalized training on the BRP at this time. It will be important to sit down with staff and have structured walkthrough meetings or use role-playing. Emergency personnel or responders could be used to offer staff training. The BRP is incorporated in 4 of the COA standards and we have to score a 1 or 2 in these areas. We have to keep the BRP current.

Plan:

CLT members are to review the BRP and get feedback to Mary Hubbert by next week.

## **Payment Policy – Mary Beth Franklyn/Joe Holzmer**

Joe stated a document was developed about a year ago on "How to Pay for Stuff". There are still questions about this process and the document needs to be updated. Joe and Mary Beth felt a representative from program staff

should be involved in updating a policy. The Commissioner stated that we have to make good clinical decisions around non-custodial funds. Commissioner suggested to forward information to regional clinical teams to re-view. Does this reflect good clinical judgment? What is in the best interest of the child/family? What will it take to keep the child safe in the home? Programmatic fail-safes need to be in place at a regional level. Bonnie stated that a policy might be needed to provide some structure.

### **Update for Project Planning Cycle – Michael Bowie**

Michael reported TNKids User Acceptance testing would begin on April 20<sup>th</sup> from 8-12 noon. He invited CLT members to come to the testing lab to try the new TNKids build. Michael provided a handout to CLT members to review the Preliminary Project Proposals list.

### **TNKids Post-Implementation and Central Office Staff support- Rhonda Simpson**

Rhonda stated during the week of June 5<sup>th</sup> the TNKids build for child placement will totally change. There will be classroom training offered to resource managers in May. During post-implementation, Rhonda would like to have people in the field with resource managers to provide support with this new build. Rhonda would like some volunteers to be in the region during the week of June 5<sup>th</sup> for the following counties: Davidson, Shelby, Hamilton, Southeast, and East.

### **Next Steps:**

CLT members will send list of volunteers to Rhonda

Rhonda, Judy, and Mildred will develop a master plan for the week.

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